

HAMZA AHMED

Office Administration Assistant

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Building No C108, Shabiya ME-12, Abu Dhabi, UAE



EXPERIENCE

Office Administration Assistant

Mbin Business complex

- 01/2023 - 08/2023 Sialkot, Pakistan
- Maintained high standards of accuracy and quality in data entry and record keeping
- Answered high-volume daily telephone and email enquiries, minimizing correspondence backlogs
- Organized filing systems and maintained records and documentation in alignment with company policies and data security protocols

Cashier

Afzal Group Of Electronics

- 01/2021 - 11/2022 Sialkot, Pakistan
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout
- Counted change correctly and issued customer receipts
- Completed opening and closing procedures each day

Field Supervisor

Euro Mechanical LLC

- 12/2019 - 06/2020 Abu Dhabi, UAE
- Created and submitted progress reports to upper management
- Kept teams on task and completing milestones on time
- Planned and scheduled field activities according to set timelines and order of operations

Data Entry Operator

Afzal Group Of Electronics

- 01/2017 - 07/2019 Sialkot, Pakistan
- Updated office databases and records with accurate, current information
- Transferred data from physical copies to electronic records
- Led and supported customer support staff to achieve objectives
- Photocopied, scanned and printed relevant data for manager
- Responded to customer requests with friendly, knowledgeable service and support

EDUCATION

Matriculation in Computer Science

Government Higher Secondary school

- 01/2011 - 01/2013 Sialkot, Pakistan
- Matriculation is the formal process of entering a university as a candidate for a degree, or of becoming eligible to enter by fulfilling certain academic requirements such as a formal examination.

Diploma Of Associate Civil Engineer (03 Years)

Sialkot college of technology

- 03/2013 - 03/2016 Sialkot, Pakistan
- Civil Engineering includes the planning, design, construction, maintenance, and operation of the infrastructure that surrounds us and is the underpinning of our society.

SUMMARY

Creative design team member experienced in harnessing technical and creative abilities for diverse projects. Collaborates with multidisciplinary teams to complete quality work according to budget and schedule goals.

TRAINING / COURSES

Graphic Designer

Digiskills.pk Online Platform, Sialkot, Pakistan

Import & Export Documentation

Microtech Training Institute, Sialkot, Pakistan

Auto CAD 2D+3D

United Technical Center, Sialkot, Pakistan

Computer Applications & Office Professional

Government Vocational Training Institute, Sialkot, Pakistan

LANGUAGES

English	Proficient	●●●●●
Urdu	Native	●●●●●
Hindi	Advanced	●●●●●

SKILLS

Cashier	Data Entry	Excel
Microsoft Word	Urdu	
Adobe Photoshop	Adobe Illustrator	
Team Management	Leadership	